

## **Volunteer Job List**

**Please Note all volunteers are now required to have a WWCC (working with children clearance) which must be submitted to Silver Blades Figure Skating Club at [sbfscsa@gmail.com](mailto:sbfscsa@gmail.com)**

### **Announcer**

You will be based out of the music box, located next to the gate to get onto the ice. Your job will be to announce the judging panel, warm up groups, each skater as they enter and exit the ice, and conclude the competition for that day. Please make sure when talking you are audibly clear and comfortable talking into a microphone. You will be working with the person volunteering on music to ensure the competition runs smoothly. Please note there will be a script provided.

### **Music**

You will be based out of the music box, located next to the gate to get onto the ice. Your job will be to play the music for the warm up groups and skaters. As well as timing the warm up groups and letting the announcer know when to give the 1 minute call. We don't need amazing computer skills, but knowing how to select items and use a trackpad is essential. You will be working with the person volunteering as the announcer to ensure the competition runs smoothly.

### **Registration Desk**

You will be based at the front of the ice rink. Your job will be to check skaters in, according to their level and provide them with their certificate of participation and welcome pack. We will be having small items to sell and a raffle, so be sure to promote the sales of these items. You are the front of house so make sure to be smiling and welcoming to everyone. Please make sure you always know where a committee member is to direct anyone to who is asking for them.

### **Judges' Catering**

You will be based in the official's area behind the grandstand under the stairs. Your job will be to ensure the judging panel is well taken care of, and has enough snacks and hot drinks/water that they need for their day. Judging is an important job, so please ensure that you are only going to ask them if they need anything during the beginning of warm up times and ice cuts, in order to not distract them. Please treat the judges with respect as they are also volunteering their time to be here. You will also be required to make the

drinks for them at the drink station, using supplies provided by the club, including tea, instant coffee, hot water urn, milk, and other beverage options.

### **Gate Marshall**

You will be based next to the gate where skaters get on the ice. Your job will be to ensure that all skaters in the next warm up group are in the waiting area, and that only those competing in the current and next group, coaches, and Silver Blade committee members are in the area. Please note that this area is not allowed to be entered by parents, and it will be sectioned off. Feel free to walk around the cafe tables and into the change rooms (the same sex that you are) to locate skaters who are not ready waiting in the designated area.

### **Technical Camera**

You will be based out of the officials box, located under the grandstand, and you will be on the end next to the technical specialists. Your job will be to follow the skaters with the camera provided and ensure that they are being filmed the entire time. There will be officials around to assist you if you are unsure what to do at any point in time, remember with a job such as this it is better to ask the question than make a mistake, which could potentially impact scores.

### **Set Up**

You will need to check in at the registration desk and ask a Silver Blades committee member where help is needed. Your job will be to help with any set up regarding decorations, computers, gates or anything else that needs doing. While setting up there will be officials and/or committee members who know what needs doing so please follow their lead for what to do, especially with fragile equipment.

### **Pack Down**

You will need to check in at the registration desk and ask a Silver Blades committee member where help is needed. Your job will be to help pack down decorations, computers, gates or anything else that needs doing. While packing down there will be officials and/or committee members who know what needs doing so please follow their lead for what to do, especially with fragile equipment.

### **Presentation Assistant**

You will need to check in at the registration desk and ask a Silver Blades committee member where the designated presentation area will be, if not already visible. Your job will be to help set up the presentation area if not done already, and set out trophies/medals in order of position and level. You will be joined with an official or

member of the committee who will announce the places in each category and your job will be to assist them in handing out the trophies/medals or anything they ask you to help with.